INTERCOLONIAL RAILWAY.

General Instructions (No. 3.)

Progress Reports, &c.

CHIEF ENGINEER'S OFFICE,
Halifax, 26*th May*, 1869.

For various reasons it is important that as full information as possible should be regularly transmitted to the head office respecting the condition and progress of all works under construction. It is also of very great importance that an accurate record should be kept of every fact connected with the construction of the works; their progress from day to day; the time of the commencement and completion of distinct parts; their character; whether in accordance with specifications, plans, and directions, or otherwise; and generally, full notes of every operation or service performed on the line of Railway, or in connection therewith. It is important also to have notes respecting the force employed, the character of the weather, whether it be such as to enable the men to work full time, or otherwise. It is important also to provide means by which Inspectors and Assistant Engineers can readily draw the attention of those over them to any attempt at passing off inferior work or defective materials, or to any neglect or improper conduct, or to any other matter. Records of Progress.

It is thought that the simplest and most effective mode of securing the objects desired, is for members of the Engineering Staff to keep an account of daily transactions, and to furnish copies thereof, together with such additional remarks as circumstances may appear to require for record in the several offices. Daily transactions.

The undersigned has already requested each District, Division, and Assistant Engineer to keep Diaries

regular official diaries in accordance with clause 28, General Instructions No. 2, and he has provided books for that purpose. To accomplish fully the objects in view, he now requests that the following scheme be carried into effect:

Duty of Assistant Engineers, Inspectors, &c.

(1.) Each Inspector and Assistant Engineer shall *daily* transmit to the Division Engineer a copy of the observations made and entered in his diary; no occurrence should be considered too trifling: it is impossible to tell how important, a matter apparently of little or no moment, may ultimately become.

Duty of Division Engineers.

(2.) It will be the duty of the Division Engineers to read the observations of the Assistants and Inspectors, and to instruct them with regard to any neglect or omissions on their part. He will also add to their observations any remarks which may appear to be called for, and he will transmit them, along with a copy of his own journal entries, to the District Office. These documents should be transmitted by the Division Engineer not less frequently than twice in each week, viz.: on each Wednesday and Saturday evenings.

Duty of District Engineers.

(3.) The District Engineer will examine these various documents, and cause them to be regularly copied on the form provided, designated "Weekly Progress Report." It will be the duty of the District Engineer to take such action on the documents sent to him by the Division Engineers as the contents may seem to render necessary, and he shall instruct them with regard to any points or duties referred to therein. In the Weekly Progress Reports the District Engineer shall register his own observations, referring, when necessary, to the subjects alluded to in the other documents, drawing special attention to matters of more than ordinary importance; he will see that nothing is omitted which he considers necessary to render these Weekly Reports an accurate register of the daily occurrences of the staff, and a complete record of the progress made from day to day in the construction of the Railway.

Regular Progress Reports.

(4.) The District Engineer will make it the duty of one of his office assistants to file in regular order,

in the District Office, the documents and daily records forwarded by the Division Engineers, after having first copied them consecutively on the Weekly Progress Report forms, and in the proper columns.

It is intended that there shall be distinct Weekly Progress Reports for each separate Contract, prepared as above described, and regularly transmitted to me.

SANDFORD FLEMING,
Chief Engineer.